Hours of Service Reporting: Terminal-to-Terminal Deadheads Quick Reference Guide



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For assistance, please contact Online System Services at 544-5555 (Opt.3, Opt.4)

Overview

The correct reporting of a deadhead to and/or from covered service assignments is required to achieve accurate Hours of Duty Reporting that is compliant with the Rail Safety Improvement Act (RSIA).

A scenario is provided on the next page demonstrating how to report a terminal-to-terminal deadhead.

Report Terminal-to-Terminal Deadheads

Terminal-to-terminal deadheads are reported on the first line in the **Other Activity** section on the **Tie-Up Reporting – FRA Reporting** window.

- 1. In the Other Activity section, click < Add>.
- 2. Enter the **Previous Time Off** from the Header section.
- 3. Select **DH** for Deadhead from the **Activity** dropdown.
- 4. Select one of the following modes of transportation from the **Mode of Transport** dropdown:

• X - Limo/Taxi

• T - Train

W - Walk-in

B - Commercial Bus

• A - Personal Automobile

P - Plane

- 5. In the **Activity Start** area, enter the Location Code where the deadhead started and the **Date** and **Time** when the activity started.
- 6. In the **Activity End** area, enter the Location Code where the deadhead ended and the final release **Date** and **Time**. This begins the Statutory Off-Duty Period.
- 7. Enter a comment if applicable.
- 8. If you need to add additional deadheads, repeat steps 1 through 7.
- 9. Click <Next>. The Hours of Duty Certification window appears.
- 10. Review the information. If it is correct, select the I certify that the information I have entered is correct. checkbox.
- 11. Click <Finish>.

Note: Never report deadheads in the Train Activity section.

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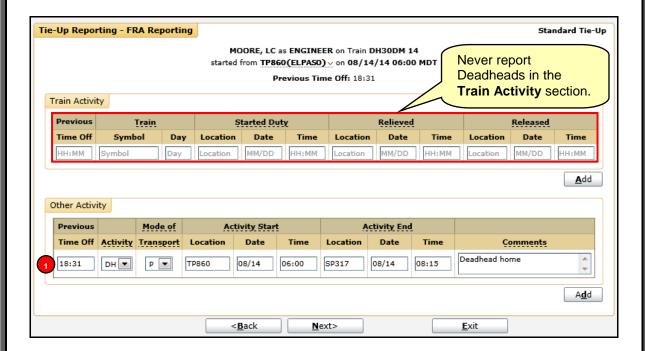
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Scenario: Reporting Terminal-to-Terminal Deadhead

The screenshot shows a completed example based on the scenario.

On August 14th, Conductor **L.C. Moore** was called to **TP860** at **06:00** to deadhead by plane from his away-from-home terminal at **EI Paso (TP860)** to his home terminal **TUCSON (SP317)**, with no service involved. His final release time was **08:15**.



The following entries were made in the Other Activity section:

1 Line 1. He enters a deadhead activity (**DH**) by entering his previous time off (**18:31**), his mode of transport by plane (**P**), his away-from-home terminal (**TP860**), the date (**08/14**) and time (**06:00**) he left, the location he is traveling to, his home terminal (**SP317**), and date (**08/14**) and time (**08:15**) he arrived. He also adds a comment (**Deadhead home**).